



Part-Time Nursing Lab Assistant Instructor Job Description

Status / FLSA Status: Part Time / Nonexempt
Classification: Faculty
Department: Academic Affairs
Reports to: Dean of Health Professions
Work Location: Oglesby Campus
Hours of Work: not to exceed 29 hours per week

POSITION SUMMARY: The Nursing Lab Assistant will provide support to full-time nursing faculty in the delivery of high-quality instruction in the Nursing Skills and Simulation Laboratories. This position is responsible for assisting in course-based labs, supplementing instruction as needed, maintaining lab readiness, and ensuring that students have access to safe, effective, and engaging learning environments. The Nursing Lab Assistant will also engage in professional development, including certification in simulation and continuing education in lab-based instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Learner-Centered Support

1. Assist faculty in teaching and monitoring student learning in nursing skills and simulation labs.
2. Provide guidance and supplemental instruction to students practicing skills in the lab.
3. Support learner-centered scheduling, including occasional evening or weekend lab coverage.

Curriculum and Instructional Support

4. Collaborate with full-time faculty to set up, monitor, and support course-based labs and simulations.
5. Assist in preparing lab materials, equipment, and supplies to ensure readiness for instruction.
6. Participate in the updating and streamlining of course-based labs to enhance student learning and program efficiency.

Technology and Simulation

7. Operate and maintain simulation equipment under faculty direction.
8. Pursue simulation certification and participate in continuing education specific to nursing lab technology and pedagogy.

Professional Involvement

9. Promote IVCC's Mission and Vision through active engagement in divisional and college initiatives.
10. Participate in professional development to stay current in nursing practice and lab instruction.
11. Support recruitment and retention of students through positive interactions in the lab setting.

OTHER DUTIES AND RESPONSIBILITIES:

- ❖ Attendance at Department and Division meetings as requested by the Dean of Health Professions.
- ❖ Other duties as assigned by the Dean of Health Professions.

SUPERVISORY RESPONSIBILITIES: There are no supervisory responsibilities for this position.

PHILOSOPHY:

The Nursing Lab Assistant will work collaboratively with full-time nursing faculty to foster a supportive, learner-centered environment that prepares students for success in clinical practice. This role ensures that labs remain innovative, efficient, and aligned with accreditation standards, providing students with the skills and confidence they need to transition into the nursing profession, while continually striving to achieve the college Mission, Vision and Purposes, and model the college's Valued Practices.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Required:

- Minimum of 2 years recent nursing practice experience.
- Current RN license in Illinois.

Preferred:

- Bachelor of Science in Nursing (BSN) or Master of Science in Nursing (MSN) from an accredited institution.
- Teaching experience in nursing education or clinical instruction.
- Prior exposure to simulation-based instruction.

Other:

- Willingness to become simulation certified within 12 months of hire.
- Commitment to completing continuing education (CE) in nursing lab instruction.
- Demonstrated commitment to the mission of the community college.

PHYSICAL DEMANDS / WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical demands for this position include some light lifting and the ability to stand, sit, walk, reach, stoop, bend, push, pull, kneel, climb, use hands and fingers, and talk / hear for extended periods of time.

The work environment for this position includes a typical office environment with no extremes in temperature, noise, and limited physical risk.

The position is "at will", which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.